



# RENTAL AGREEMENT FORM

## Part A: Renter's Information

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First Name: \_\_\_\_\_ Last Name: \_\_\_\_\_

Home Address: \_\_\_\_\_ Apt. Num.: \_\_\_\_\_

City: \_\_\_\_\_ Province: ON Postal Code: \_\_\_\_\_

Email: \_\_\_\_\_ Phone Number: \_\_\_\_\_ Cell Number: \_\_\_\_\_

## Part B: Hall Rental \*Prices are listed on the reverse side of this form

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Date of rental: \_\_\_\_\_  Hall B  Gymnasium  
yyyy/mm/dd

Hours of use: From: \_\_\_\_\_ (am / pm) To: \_\_\_\_\_ (am / pm)

Deposit amount: \$ \_\_\_\_\_ Date received: \_\_\_\_\_ Date refunded: \_\_\_\_\_  
yyyy/mm/dd

## Part C: Rental of Chairs and Tables

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Date of rental: \_\_\_\_\_ Return Date: \_\_\_\_\_

No. of chairs: \_\_\_\_\_ No. of tables: \_\_\_\_\_ Total cost: \$ \_\_\_\_\_ Date paid: \_\_\_\_\_  
yyyy/mm/dd

## Part D: Payment

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Total amount owing: \$ \_\_\_\_\_  Cash  Cheque  Debit Receipt #: \_\_\_\_\_

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**With the signing of the Rental Agreement, the Renter accepts the grounds/buildings as they exist and agrees to restore the premises to the same condition in which they existed prior to the event.**

Renter's Signature: \_\_\_\_\_ Today's Date: \_\_\_\_\_

ICC-Authorized Signature: \_\_\_\_\_ Person responsible for the event: \_\_\_\_\_

## Hall Rental

Description	Rental	Comments
Hall B	\$1200.00/per event	Includes setup, cleaning & security
Chairs - Folding	Free	
Tables Round (60")	Free	
Coffee/tea percolator	Free	
PA (audio) system with one microphone	Free	
Podium	Free	

## Additional Items for Rent

Description	Rental	Comments
Chairs	\$2 each	Brown folding chairs
Tables Round (60")	\$5 each	Beige/brown with folding legs